

**INSTRUCTIONS FOR COMPLETING  
APPLICATION FOR OPERATING ENGINEER AND BOILER OPERATOR LICENSE**

**SECTION A**

1. Please print your first name and then your last name.
2. Enter your **valid** social security number.
3. Enter your home mailing address.
4. Enter your home telephone number.
5. Enter the city where you are currently residing.
6. Enter the state where you are now living.
7. Enter the zip code of the city in which you are currently residing.
8. Enter the municipality where you reside.
9. Enter the county of the municipality.
10. Enter your date of birth.

**SECTION B**

1. Indicate the license classification and grade you are requesting based upon your eligibility. (**Example: Boiler operator low pressure; 2C Refrigeration**)
2. If you currently have a Stationary (boiler), Refrigeration license in the State of New Jersey check **YES** and fill out the rest of this section, and then go to Section C. If you checked **NO**, go to Section C.

**SECTION C**

The owner or designated responsible senior manager for the plant facility employing the applicant signs this portion of the application as the person directly responsible for the plant equipment or crane listed in **Section F** of the application. This section must be completed in its entirety. Any noncompliance in this section will result in immediate rejection of the applicant.

**SECTION D**

**IF YOU ARE APPLYING FOR AN ENGINEER OR HIGH PRESSURE BOILER OPERATOR'S LICENSE, THE NJ ENGINEER'S ENDORSEMENT IS REQUIRED FOR THIS SECTION, UNLESS THE CONDITION INDICATED IN #1 BELOW IS TRUE.**

1. If your equipment capacity only requires a boiler operator high-pressure in-charge license, (a black seal high pressure in-charge needed over 100 horsepower but not over 500 horsepower), endorsement from the senior management identified in **Section C**, of the application is acceptable. When this is the case, skip to **Section E**. **All other applicants must complete this section and meet the requirements as specified.**
2. If the signed NJ Engineer's endorsement is not obtained, one of the following alternatives must accompany and be attached to the application.
  - A. A marine engineer's license indicating the applicant's experience and documented by trip discharges.
  - B. Boiler operator experience from another jurisdiction may be considered. Attach all supporting documentation.
  - C. Engineers or boiler operator experience from the U.S. Armed Forces or Merchant Marine with discharge papers and evidence of the required training in engineering. Supply copies of DD-214 or trip discharges with application.
  - D. Written statements from one or more former or present employer(s) signed on company letterhead, by management responsible for the equipment facility. The statement must provide information that is detailed and specific for determining eligibility.

**SECTION E**

**In this statement of experience section, you shall list the actual operating experiences obtained for the classification and grade requested for an original or upgrade license. Only pertinent, applicable and full-time experience shall be listed. This experience shall have been completed within seven years of filing this application. Failure to indicate experience will result in rejection of the application.** (See N.J.A.C. 12:90-8.2(c) for eligibility details). **Incomplete or outdated applications shall not be accepted.**

**SECTION F**

**List the details of the equipment operated. Failure to complete the required information will result in rejection of the application.** (See N.J.A.C. 12:90:8.2(c) for eligibility details).

**SECTION G**

The application shall be signed and notarized. Any applications not notarized will be sent back to the applicant. Any incomplete or falsified information shall lead to the cancellation of application. Pursuant to N.J.A.C. 12:90-8.18(e) any person using fraudulent means to obtain a license may be subject to prosecution and/or a penalty not less than \$500 nor more than \$5,000. A license acquired through such means shall be invalid.

**SUBMITTAL OF APPLICATION**

If this is your first license in New Jersey a non-refundable application fee of **\$50.00** must be forwarded with your application. If you are applying for an upgrade or additional classification, the fee to submit is **\$40.00**. The check or money order should be made payable to the **Commissioner of Labor and Workforce Development** and be attached to the application. **CASH IS NOT ACCEPTED.** After the application has been reviewed and approved, the applicant will be notified when and where to appear for examination, if eligible. Failure to appear for an examination will result in cancellation of the application without a refund of the application fee. **Proof of identity in the form of a photo I.D. will be required at the time of examination.** Questions concerning this application should be directed to (609) 292-2345 or by fax to (609) 984-1577. Forward the application and fee to:

**New Jersey Department of Labor and Workforce Development  
Division of Public Safety and Occupational Safety and Health  
Bureau of Boiler and Pressure Vessel Compliance  
P.O. Box 392  
Trenton, NJ 08625-0392**

\$50.00 \_\_\_\_\_  
\$40.00 \_\_\_\_\_  
\$20.00 \_\_\_\_\_

<sup>1</sup> Date Rec'd: \_\_\_\_\_

<sup>1</sup> Date Ret: \_\_\_\_\_

<sup>2</sup> Date Rec'd: \_\_\_\_\_

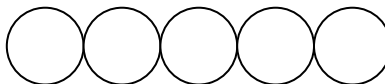
<sup>2</sup> Date Ret: \_\_\_\_\_

<sup>3</sup> Date Rec'd: \_\_\_\_\_

<sup>3</sup> Date Ret: \_\_\_\_\_

**APPLICATION FOR OPERATING ENGINEER AND BOILER OPERATOR LICENSE**  
**NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
**DIVISION OF PUBLIC SAFETY AND OCCUPATIONAL SAFETY AND HEALTH**  
**BUREAU OF BOILER AND PRESSURE VESSEL COMPLIANCE**  
**P.O. BOX 392**  
**TRENTON, NEW JERSEY 08625-0392**

CODE	GRADE	DATE EXAMINED	BY	P	F	RECALL	PPD	DNA



**LICENSE ISSUED** \_\_\_\_\_ **LICENSE NUMBER** \_\_\_\_\_

**CLASSIFICATION** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

(Do not write above this line)

EACH APPLICANT IS REQUESTED TO VOLUNTARILY PROVIDE HIS OR HER SOCIAL SECURITY NUMBER ON THIS APPLICATION TO ASSIST THE COMMISSIONER IN THE ENFORCEMENT OF THE PROVISIONS OF N.J.A.C. 12:90-8.18(c). EACH SOCIAL SECURITY NUMBER MAY BE USED AS AN IDENTIFIER IN THE COMMISSIONER'S COMPUTERIZED RECORDKEEPING SYSTEM TO AID IN THE PROCESSING OF APPLICATIONS AND TO ENSURE VALIDITY OF INFORMATION. EACH SOCIAL SECURITY NUMBER SHALL REMAIN CONFIDENTIAL TO THE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT.

**SECTION A**

**PLEASE PRINT LEGIBLY IN INK OR TYPE.**

<sup>1</sup> Name: \_\_\_\_\_ <sup>2</sup> Social Security Number: \_\_\_\_\_

<sup>3</sup> Home address: \_\_\_\_\_ <sup>4</sup> Phone Number: \_\_\_\_\_

<sup>5</sup> City: \_\_\_\_\_ <sup>6</sup> State: \_\_\_\_\_ <sup>7</sup> Zip Code: \_\_\_\_\_

<sup>8</sup> Municipality: \_\_\_\_\_ <sup>9</sup> County: \_\_\_\_\_ <sup>10</sup> Date of Birth: \_\_\_\_\_

**SECTION B**

<sup>1</sup> The classification and grade requested \_\_\_\_\_. See N.J.A.C. 12:90-8.3.

<sup>2</sup> **DO YOU CURRENTLY HOLD A STATE OF NEW JERSEY ENGINEER OR BOILER OPERATOR'S LICENSE?**

(PLEASE CHECK ONE BOX) ☐ **YES** (If YES fill in spaces below) ☐ **NO** (If you checked NO – GO TO SECTION C)

I, the applicant, now hold license number \_\_\_\_\_, issue number \_\_\_\_\_, which expires on \_\_\_\_\_,

and is of the following classification and grade \_\_\_\_\_. I have held this license for \_\_\_\_ years \_\_\_\_ months.

**SECTION C**

**MANAGEMENT ENDORSEMENT:** The below-signed owner or senior management representing the owner of the equipment, hereby vows that the equipment listed in Section F, is owned by the company and the equipment is located at the facility indicated by the applicant. Furthermore, the applicant is an employee of the below listed company and has obtained the necessary experience operating the specified equipment as required by N.J.A.C. 12:90-8.2.

\_\_\_\_\_  
**Signature**                      **Name Printed**                      **Date**

\_\_\_\_\_  
**Title**                      **Company Name**                      **Phone Number & Extension**

**IF YOU ARE APPLYING FOR A LOW PRESSURE BOILER OPERATOR'S LICENSE, GO TO SECTION "E", ALL OTHER LICENSES CONTINUE TO SECTION "D".**

*Examiner's Approval* \_\_\_\_\_

**SECTION D – Note: Only Licensed NJ Engineer Classifications, from Blue up to Gold Seal are allowed to endorse this Section.**

**To: Confirm the experience of a High-Pressure Plant Engineer or Operator.**

**I, the undersigned New Jersey Operating Engineer (holding a current license), personally know this applicant, and have examined this application and vouch for the statements. It is my belief that the applicant qualifies under the eligibility rules.**

	<u>Signature of Engineer</u>	<u>License Expiration Date</u>	<u>License No.</u>	<u>Grade</u>	<u>Work Phone Number</u>
(1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____

**SECTION E**

Company Employed With	Address, City & State of Company Employed With	* Title Served While Gaining Experience with Company	Experience Gained Indicate Type of Plant – Power, Steam, Hot Water or Refrigeration	Begin Date of Experience Gained	End Date of Experience Gained	Total Experience Years or Months

**\* NOTE: TITLE SERVED AS MUST BE SPECIFIC TO ELIGIBILITY IN N.J.A.C. 12:90-8.4 THRU 12:90-8.13**

**SECTION F – OPERATING ELIGIBILITY & EQUIPMENT OPERATED MUST SATISFY CLASSIFICATION REQUIREMENTS**

State Registration Number(s) of Equipment License Required for: **(MANDATORY)** \_\_\_\_\_

*(Note: Include NJ Registration Number of All Interconnected Equipment Comprising the System)*

Mfg. of Boiler (Refrigeration Plant) and Total in Plant \_\_\_\_\_

Total Interconnected Input Capacity of Boiler(s) \_\_\_\_\_ HP Btu kW input Lbs./hr ft<sup>2</sup>  
(Circle the rating above that applies)

Turbine Horsepower or Throttle Capacity \_\_\_\_\_ Turbine Use: \_\_\_\_\_  
(Include only if a turbine is part of the system)

Refrigeration System Use: \_\_\_\_\_ What Are The Tons of Refrig. Capacity: \_\_\_\_\_ Tons

Safety Valve(s) Setpoint: \_\_\_\_\_ MAWP of Equipment: \_\_\_\_\_ Operating Pressure: \_\_\_\_\_

Fuel Burned: \_\_\_\_\_ Refrigerant Used: \_\_\_\_\_

**SECTION G**

Being knowledgeable of the eligibility requirement as outlined in N.J.A.C. 12:90-8.4 through N.J.A.C. 12:90-8.13 and I submit this application for license in accordance with my experience stated above in **SECTION E** of this form and N.J.S.A. 34:7-2 and 6.

I swear that the statements and endorsements given are true.

\_\_\_\_\_  
Applicant's Signature / Date

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires on \_\_\_\_\_

**Notary Seal**